Required Information for Production Records

1. Site Name

2. Meal Date

3. Menu Type (Breakfast, Lunch, Afterschool Snack)

4. All menu items including condiments
   - Traditional/Enhanced – indicate components that each item contributes to meal pattern

5. Recipe or Food Product Used

6. Planned/projected number of portions and serving sizes for students
   - Traditional/Enhanced – separate projected portions and serving sizes by age/grade group

7. Total amount of food prepared

8. Actual number of reimbursable meals served to students
   - Traditional/Enhanced – break out by age/grade group

9. Leftovers or substitutions